

Sent: 5/14/2018 5:46:11 PM
Subject: FW: Council session 2018 - Delegations' registration, hotel reservation and NWC access form
Attachments: ATT00001.txt; Principals Delegation.xlsx; NWCForeignNationalVisitorForm2018_OSYClearance.docx

Marta

From: Nathalie Daoust [mailto:ndaoust@cec.org]
Sent: Monday, May 14, 2018 12:12 PM
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Cc: César Rafael Chávez <crchavez@cec.org>; Meeting Services <meetingservices@cec.org>; Liliana Paz Miller <lpmiller@cec.org>
Subject: Council session 2018 - Delegations' registration, hotel reservation and NWC access form

Dear All,

You will find below the information to register to the 2018 Council Session, as well as other important information.

Please distribute internally to members of your delegations.

1. Registration

Please ask everyone to register for the meeting using the following link:

EN : <https://moose.cec.org/m/me.cfm?f=76>

FR : <https://moose.cec.org/m/mf.cfm?f=76>

ES : <https://moose.cec.org/m/ms.cfm?f=76>

When prompted in the registration form, they need to enter the appropriate code:

- Delegations: **del2018**
- NAC/GAC: **nacgac2018**

It is important that all delegates be registered **by 22 June**, after which registration will be closed. Everyone needs to pre-register as there will not be any on-site registration.

2. Hotel reservations

a) Skirvin Hotel

For delegates who will be staying at the **Skirvin** (see attached list provided by Canada and US, awaiting list from Mexico), they need to follow the link and enter the group name and code, as well as their credit card information.

Note that the group rate is US\$181.06 (including taxes).

http://www.hilton.com/en/hi/groups/personalized/O/OKCSKHF-CEC-20180624/index.jhtml?WT.mc_id=POG

Group Name:	COMMISSION FOR ENVIRONMENTAL COOPERATION
Group Code:	CEC
Check-in:	24-JUN-2018
Check-out:	28-JUN-2018
Hotel Name:	<u>The Skirvin Hilton Oklahoma City</u>
Hotel Address:	One Park Avenue Oklahoma City, Oklahoma 73102
Phone Number:	405-702-8546

For the three Ministers, three suites have been set aside (at a rate of US\$199), but reservations can only be made by phone (see number above). The person making the reservation needs to specify they are reserving the suite for the Minister. Please let us know if you run into any difficulty.

All reservations at the Skirvin need to be made **before 25 May**, after which the block of rooms will be closed.

b) Marriott Renaissance Hotel

As for others who will be staying at the **Marriott Renaissance** Hotel, here is the reservation link:

Book your group rate for 25TH Regular Session of the CEC Council

25TH Regular Session of the CEC Council

Start date: 6/23/18

End date: 6/28/18

Note that the group rate is US\$108.42 (including taxes).

The deadline for reservations at the Marriott Renaissance is **30 May**, after which the block of rooms will be closed.

3. Access to National Weather Center

Attached is the NWC Foreign National Visitor form that is required by all foreign national visitors to the National Weather Center to obtain access to visit the federal spaces in that facility. This form is not required for US citizens or permanent US residents.

These forms need to be completed by all your delegates **no later than 12 June** to allow time for processing. The forms must be completed in their entirety and returned to Patrick Hyland via email at pat.hyland@ou.edu

We will defer to Mexico and Canada to decide on how they want to facilitate the process. One option is for you to collect the forms and send them together to Patrick on 12 June; the other option is to ask your delegates to send them individually.

Please don't hesitate to contact me if you have any questions.

Regards,

Nathalie



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